



DATA RETENTION SCHEDULE

OLD PALACE PRIMARY SCHOOL

DATA RETENTION SCHEDULE

This retention schedule has been broadly based on the recommendations of the Records Management Society of Great Britain and contains the recommended retention periods for the different record series created and maintained by schools in the course of their business. The schedule refers to all information regardless of the media in which it is stored.

Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act 2018 and the Freedom of Information Act 2000.

Managing record series using these retention guidelines will be deemed to be “normal processing” under the legislation mentioned above.

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1 — Governors						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
1.1	Minutes					
	<ul style="list-style-type: none"> Principal set (signed) 	No		Permanent	Retain in school for 6 years from date of meeting	Transfer to Archives
	<ul style="list-style-type: none"> Inspection copies 	No		Date of meeting + 3 years	SHRED [If these minutes contain any sensitive personal information they should be shredded]	
1.2	Agendas	No		Date of meeting	SHRED	
1.3	Reports	No		Date of report + 6 years	Retain in school for 6 years from date of meeting	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
1.4	Instruments of Government	No		Permanent	Retain in school whilst school is open	Transfer to Archives when the school has closed
1.5	Trusts and Endowments	No		Permanent	Retain in school whilst operationally required	Transfer to Archives
1.6	Action Plans	No		Date of action plan + 3 years	SHRED	It may be appropriate to offer to the Archives for a sample to be taken if the
1.7	Policy documents	No		Expiry of policy	Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
1.8	Complaints files	Yes		Date of resolution of complaint + 6 years	Retain in school for the first six years Review for further retention in the case of contentious disputes SHRED routine complaints	

2 Management						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
2.1	Minutes of the Senior Management Team and other internal administrative bodies	Yes		Date of meeting + 5 years	Retain in the school for 5 years from meeting	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
2.2	Formal reports made by the head teacher or the management team	Yes		Date of report + 3 years	Retain in the school for 3 years from meeting	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
2.3	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	No		Current + 1 years (Correspondence relating to complaints will be retained from date of resolution of complaint + 6 years)	SHRED	
2.4	Professional development plans	Yes		Closure + 6 years	SHRED	
2.5	School development plans	No		Closure + 6 years	SHRED	
2.6	Admissions – if the admission is successful	Yes		Admission + 1 year	SHRED	
2.7	Admissions – if the appeal is unsuccessful	Yes		Resolution of case + 1 year	SHRED	
2.8	Proofs of address supplied by parents as part of the admissions process	Yes		Current year + 1 year	SHRED	
2.9	Log of Positive Handing	Yes		Permanent	Retain in the school	Transfer to the Archives once book is full

3 Curriculum						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
3.1	Schemes of work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED	
3.2	Timetable	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED	

4 Pupils						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
4.1	Admission Registers	Yes		Date of last entry in the book (or file) + 6 years	Retain in the school for 6 years from the date of the last entry.	Transfer to the Archives
4.2	Attendance registers	Yes		Date of register + 3 years	SHRED & Destroy any back up records retained electronically	
4.3	Pupil files	Yes		Retain for the time which the pupil remains at the primary school + 1 year	Transfer to the secondary school (or other primary school) when the child leaves the school. In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service SHRED any paper files once the pupil leaves and & destroy any digital files one year later	
4.4	Child Protection and SEND files/ records	Yes	Education Act 2002	DOB + 25 years ¹	Child Protection and SEND information must be copied and sent under separate cover to	

					new school/college. SHRED any paper files once the pupil leaves and & destroy any digital files one year later	
4.5	Pupils Books	YES		Current year + 1 year	Books will be sent home at the end of the following academic year	
4.6	SATS and internal test results	Yes		Retain for the time which the pupil remains at the primary school + 3 year	SHRED any paper files once the pupil leaves and & destroy any digital files three years later	
4.7	Mark Books	No		Current year + 1 year	SHRED and destroy any digital files	
4.8	Any other records created in the course of contact with pupils (for example behaviour records, incidents of bullying, end of year report)	Yes/No		Retain for the time which the pupil remains at the primary school + 1 year	Transfer to the secondary school (or other primary school) when the child leaves the school. In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service SHRED any paper files once the pupil leaves and & destroy any digital files one year later	
4.9	Letters authorising absence	No		Date of absence + 2 years	SHRED	
4.10	Parental permission slips for clubs and school trips (where there has been no major incident) and	Yes		Conclusion of the trip When the club finishes at the end of term.	SHRED	

4.11	Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980	DOB of the pupil involved in the incident + 25 years The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils	SHRED	
4.12	Records created by schools to obtain approval to run an Educational Visit outside the Classroom	N	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).	Date of visit + 14 years ⁶	SHRED or delete securely	

5 Personnel Records held in Schools					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
5.1	Timesheets, sick pay, maternity pay	Yes	Financial Regulations	Current year + 7 years	SHRED
5.2	Staff Personal files	Yes		Termination + 7 years	SHRED
5.3	Interview notes and recruitment records	Yes		Date of interview + 6 months If appointed added to Staff Personal Files	SHRED
5.4	Pre-employment vetting information (including CRB checks)	No	CRB guidelines	Date of check + 6 months If appointed added to Staff Personal Files	SHRED [by the designated member of staff]
5.5	Annual appraisal records	No		Current year + 6 years	SHRED
5.6	Support Plans and minutes of meetings relating to capability procedures	YES		Current year + 6 years	SHRED

5.7	Disciplinary proceedings	YES		Letter will state how long the warning is to stay on file	SHRED
5.8	Attendance Record and minutes of meetings relating to sickness management procedures	YES		Current year + 6 years	SHRED
5.9	Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Yes	Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance) Education Act 2002 guidance	Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer	SHRED
5.10	Records relating to accident/injury at work	Yes		Date of incident + 12 years In the case of serious accidents a further retention period will need to be applied	SHRED
5.11	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 7 years	SHRED
5.12	Proofs of identity collected as part of the process of checking "portable" enhanced CRB disclosure	Yes		Where possible these should be checked and a note kept of what was seen and what has been checked.	

6 Health and Safety					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
6.1	Accessibility Plans		Disability Discrimination Act	Current year + 6 years	SHRED
6.2	Accident Reporting		Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		
6.2a	<ul style="list-style-type: none"> • <i>Adults</i> 	Yes		Date of incident + 7 years	SHRED
6.2b	<ul style="list-style-type: none"> • <i>Children</i> 	Yes		DOB of child + 25 years ⁸	SHRED
6.3	COSHH			Current year + 10 years [where appropriate an additional retention period may be allocated]	SHRED
6.4	Incident reports	Yes		Current year + 20 years	SHRED
6.5	Risk Assessments			Current year + 3 years	SHRED
6.6	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos			Last action + 40 years	SHRED
6.7	Process of monitoring of areas where employees and persons are likely to have come in contact with radiation			Last action + 50 years	SHRED
6.8	Fire Precautions log books			Current year + 6 years	SHRED

7 Administrative						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
7.1	Employer's Liability certificate			Closure of the school + 40 years	SHRED	
7.2	Inventories of equipment and furniture			Current year + 6 years	SHRED	
7.3	Circulars (staff/parents/pupils)			Current year + 1 year	SHRED	
7.4	Newsletters			Current year + 2 year	SHRED	
7.5	Visitors book			Current year + 2 years	SHRED	

8 Finance						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
8.1	Annual Accounts		Financial Regulations	Current year + 6 years		Offer to the Archives
8.2	Loans and grants		Financial Regulations	Date of last payment on loan + 12 years	Review to see whether a further retention period is required	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
8.3	Contracts					
8.3a	<ul style="list-style-type: none"> under seal 			Contract completion date + 12 years	SHRED	
8.3b	<ul style="list-style-type: none"> under signature 			Contract completion date + 6 years	SHRED	

8.3c	• monitoring records			Current year + 2 years	SHRED	
8.4	Copy orders			Current year + 2 years	SHRED	
8.5	Budget reports, budget monitoring etc			Current year + 6 years	SHRED	
8.6	Invoice, receipts and other records covered by the Financial Regulations		Financial Regulations	Current year + 6 years	SHRED	
8.7	Annual Budget and background papers			Current year + 6 years	SHRED	
8.8	Order books and requisitions			Current year + 6 years	SHRED	
8.9	Delivery Documentation			Current year + 6 years	SHRED	
8.10	Free school meals registers	Yes	Financial Regulations	Current year + 6 years	SHRED	

9 Property

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
9.1	Title Deeds			Permanent	Permanent these should follow the property unless the property has been registered at the Land Registry	Offer to Archives if the deeds are no longer needed
9.2	Plans			Permanent	Retain in school whilst operational	Offer to Archives ⁹
9.3	Maintenance and contractors		Financial Regulations	Current year + 6 years	SHRED	
9.4	Leases			Expiry of lease + 6 years	SHRED	
9.5	Burglary, theft and vandalism report forms			Current year + 6 years	SHRED	

9.6	Maintenance log books			Last entry + 10 years	SHRED	
9.7	Contractors' Reports			Current year + 6 years	SHRED	

10 Local Education Authority

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
10.1	Secondary transfer sheets	Yes		Current year + 2 years	SHRED	
10.2	Attendance returns	Yes		Current year + 1 year	SHRED	
10.3	Circulars from LEA			Whilst required operationally	Review to see whether a further retention period is required	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]

11 Department for Education

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
11.1	HMI reports			Current year + 2		Transfer to Archives
11.2	OFSTED reports and papers			Replace former report with any new inspection report	Review to see whether a further retention period is required	Transfer to Archives
11.3	Returns			Current year + 6 years	SHRED	

11.4	Circulars from Department for Children, Schools and Families			Whilst operationally required	Review to see whether a further retention period is required	Transfer to Archives
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12 Schools Meals					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
12.1	Dinner Register			Current + 3 years	SHRED
12.2	School Meals Summary Sheets			Current + 3 years	SHRED

13 Family Liaison Officers and Parent Support Assistants					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Method of Disposal
13.1	Referral forms and Record of Meetings	Y		Current year + 3 years	SHRED
13.2	Minutes from formal meetings (Panel Meetings)	Y		Current year + 3 years	SHRED
13.3	Group Registers	Y		Current year + 3 years	SHRED
13.4	Minutes from Parent Council	Y		Current year + 3 years	SHRED